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17 March 1958

MEMORANDUM FOR: Director of Communications

SUBJECT : Contract Employees

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1. It is understood that the Deputy Director/Support desires, where possible, that Agency employees be transferred to Contract employees.

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2. A recent study at [] has revealed that possibly [] staff employees could be transferred to a contract basis. These would include the following:

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3. At present there are [] staff employees on [] Table of Organization. If [] were transferred to contract employees, there would be [] staff employees remaining, as follows:

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Deducting [] there would be only [] staff employees, which would actually be the hard core of key personnel necessary to carry out the mission of [] to support existing day-to-day activities here, and to prepare to receive Headquarters personnel in the event of an emergency.

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4. If the above plan meets with your approval and that of the Deputy Director/Support, it is suggested that the DD/S appoint a Committee of the proper personnel from the Offices of Personnel, General Counsel, Security and Management Staff, to  initiate action to put this plan into operation.

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